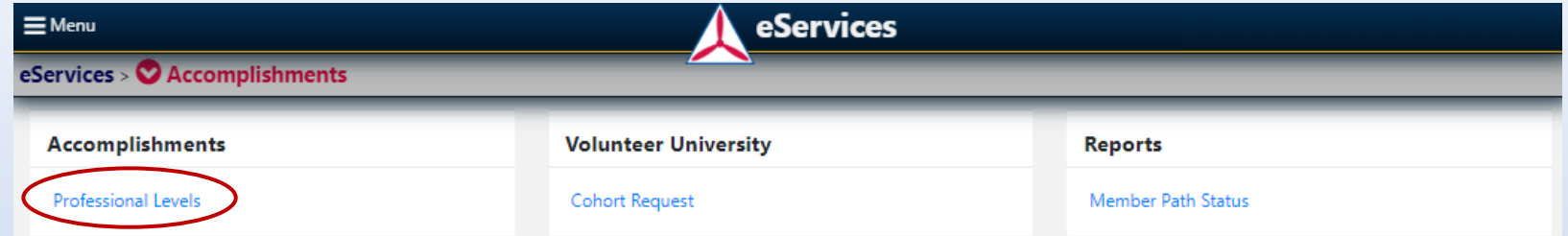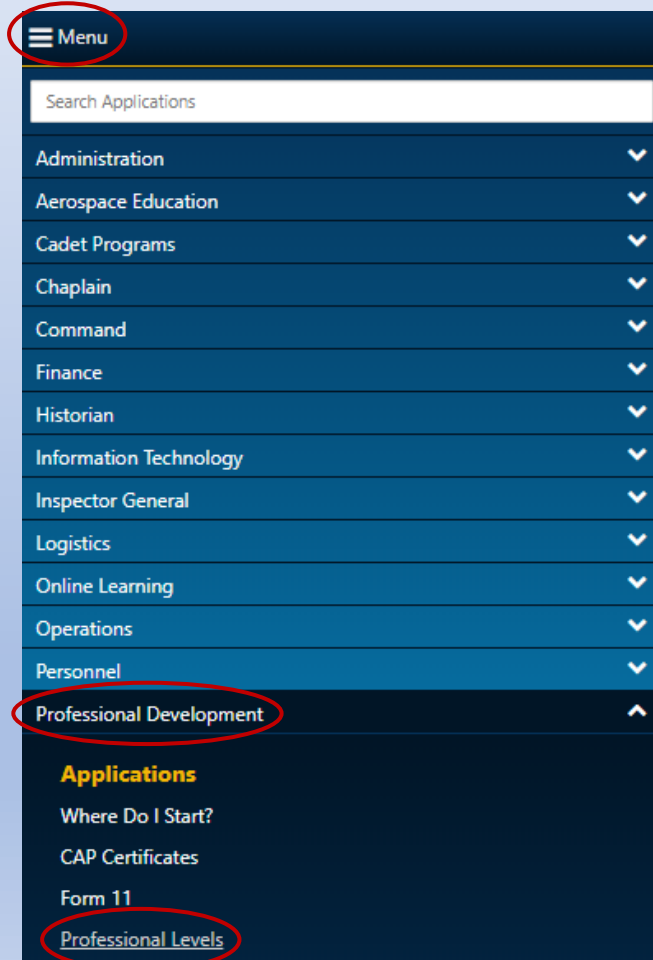# Accessing Professional Levels

Go to eServices
Click on Menu
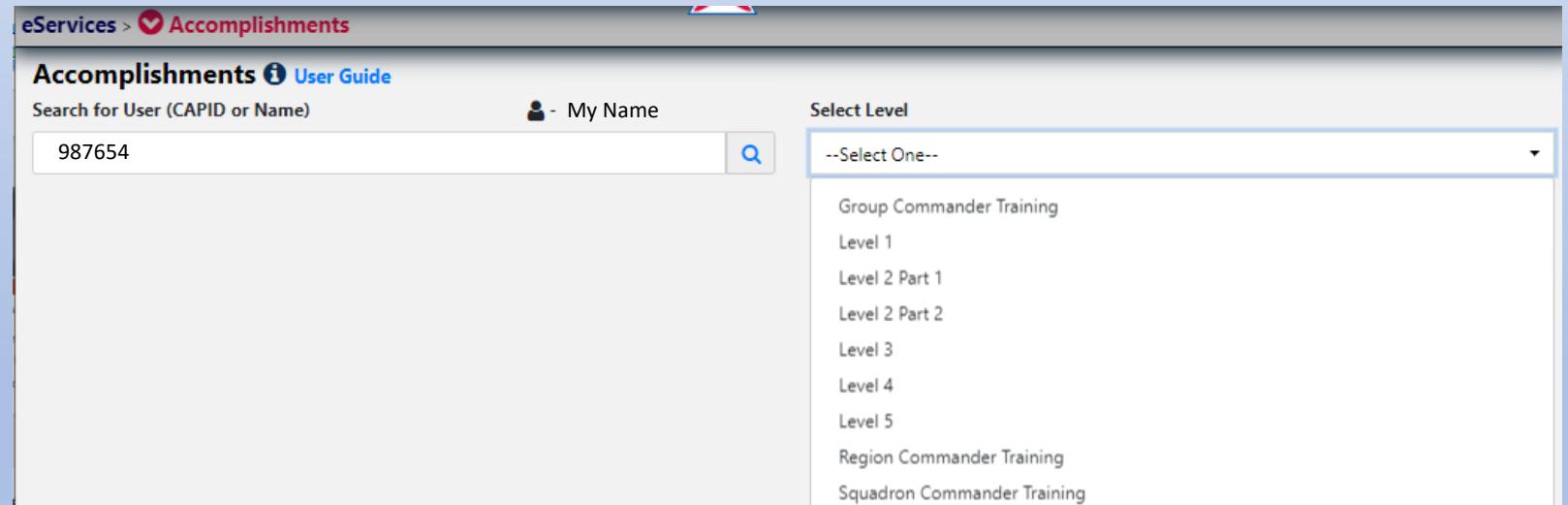Click on Professional Development
Click on Professional Levels

Accomplishments – individual member's transcript

Click on Professional Levels to open this area

It will show your name and CAPID however you can enter another member if you have that permission, then select Level or Training

Level III Example

If the Level has been completed it will show as
"Current Status: APPROVED" with the date

Some items will be auto filled other items will need to entered and documented

Current Status: **APPROVED**
Completed on: 17 Nov 2014
Approved in Membership System

Level 3 Group 1				Completed / Required Tasks - [0 / 15]
Task Name	Status	Date Completed	Upload Document	Comments
☐ Advanced Civil Air Patrol Communications		mm/dd/yyyy	Choose file Browse	
☐ Squadrons and the Missions		mm/dd/yyyy	Choose file Browse	
☐ Data-Driven Decision Making		mm/dd/yyyy	Choose file Browse	
☐ Finance and Physical Assets		mm/dd/yyyy	Choose file Browse	

*This record does not show modules completed because the Level was completed in the "old" program

Identifies progress on that section/group of tasks to be completed

Modules that are independent study completed in AXIS will show as completed

Modules that are moderated by an instructor will be entered by the instructor after the course is finished

✓ Senior Rating in a Specialty Track				Completed / Required Tasks - [1 / 1]
Task Name	Status	Date Completed	Upload Document	Comments
☐ Senior Rating in a Specialty Track	APPROVED	03/04/2014	Choose file Browse	Task equivalency credit

There will be a green checkmark on the left side if the group/section is totally completed

Note: members completing Level requirements under the former PD program will continue to enter completion of requirements in the PD Award Entry system not the new Professional Levels system

Submitting Items for Approval:
Level III Example

Click on the item being entered, make sure there is a checkmark showing before submitting

Enter the date completed

Upload a supporting document from your computer if required
    Note: Proof of attendance is required to enter conference attendance
            This can be a certificate, participation letter, registration, etc.

List comments to assist the Approval Authority
Click Submit

The gold circle identifies that a document is required to be uploaded

Note: members completing Level requirements under the former PD program will use continue to enter completion of requirements in the PD Award Entry system not the new Professional Levels system

Example of Pending and Approved Items in Level V

Service Requirements — **Completed / Required Tasks - [1 / 3]**

Task Name	Status	Date Completed	Upload Document	Comments
☐❗ Serve on Staff at an Approved Activity for Level 5	PENDING	10/23/2016	❗ Choose file / Browse — View Uploaded File	Director of SLS 22-23 Oct 2016 (max. 30/500 characters)
☐❗ Mentor a Member Through a Technician Rating in a Specialty Track	APPROVED	05/06/2014	❗ Choose file / Browse — View Uploaded File	Documentation is screen shot of PD Award Entry of mentoring Smith (max. 99/500 characters)

Entered By: Kathleen M Nicholas
Date Entered: 12 Aug 2020 16:32
Last Modified By: Cynthia E Willard
Date Last Modified 13 Aug 2020 17:33

Approval Info
UNIT: Cynthia E Willard on 13 Aug 2020 17:33

Task Name	Status	Date Completed	Upload Document	Comments
☐ Serve in a Duty Assignment for Three Years (one at Group or higher)	APPROVED	10/28/2010	Choose file / Browse	Task equivalency credit

Submit Delete

Member submitted:

Serve on Staff at an Approved Activity for Level V – Region approval

Mentor a Member Through a Technician Rating in Specialty Track – Unit approval

Click on "View Uploaded File" to see the supporting document that was uploaded

Click on the dropdown arrow - opens a box to view who entered the information if pending. When approved, it lists the who approved it and the date approved

Tasks that require approval:
- Summary Conversation (unit)
- Attend Conference (2) (wing)
- Mentor a Member Through a Tech Rating (unit)
- Mentor a Member Through Level I (unit)
- Presentation Requirement (wing)
- 4 Progression to Path Tasks (of which members complete 1/4) (unit)
- Staff Service Level IV (wing)
- Staff Service Level V (region)